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How to Locate Specific Transmittals/Change Requests (CRs) of Interest That Are Posted on Centers for Medicare & Medicaid Services (CMS) Web Sites

Note: This article was revised to contain Web addresses that conform to the new CMS web site and to show they are now MLN Matters articles. All other information remains the same.

Provider Types Affected

All Medicare physicians, providers, suppliers, and others who use the MLN Matters Articles and Related Change Request Information

Provider Action Needed

This Special Edition article has been written to assist physicians, providers, and suppliers in locating specific Change Requests of interest that CMS has issued and posted on its web site.

Background

CMS Program Transmittals/Change Requests (CRs) are used to communicate new or changed policies, and/or procedures that are being incorporated into a specific CMS program manual, and MLN Matters articles are written about selected CMS Transmittals/Change Requests to assist providers in understanding these transmittals.

Each MLN Matters article usually has a section included at the end of the article titled *Additional Information* that includes a variation of the following statement:

> For complete details (regarding this Change Request XXXX), please see the official instruction issued to your carrier/intermediary regarding this change. That instruction may be viewed at **http://www.cms.hhs.gov/Transmittals/** on the CMS web site.

From that page select the year in which the CR was released and that will take you to the search page for transmittals. On that page you may enter one of the selection options to narrow you search for the CR(s).

An abbreviated copy/view of the above CMS web site screen is shown below:

Select From The Following Options:

☐ Show all items

☐ Show only items whose [▼] is within the past [▼]

◉ Show only items containing the following keywords [   ]   [Refresh List]

Transmittal #	Subject	Implementation Date ▼	CR #

The files are **PDF** (Portable Document Format) files. PDF format enables us to put the entire transmittal on the Internet. You can view and print PDF files exactly as they were originally printed in paper form. To view these documents, you must have the Adobe Acrobat Reader, which can be downloaded at no cost at http://www.adobe.com/products/acrobat/readstep2.html.

Once you have accessed the desired Transmittal/CR website, you can also **sort** the results by clicking your mouse on any column heading. To reverse the order of the sort for that column, click the columns again. The sort order will be indicated by the sort order icon (▼ or ▲).

For some users, once you have accessed the desired Transmittal/CR web site, type Ctrl F (i.e., hold down the Control (Ctrl) key first, then press the 'f' key), and a 'Find' box will appear. Type the desired CR number in the 'Find What?' box, press the enter key, and you will be taken directly to the CR of interest which will be highlighted.

Additional Information

If you have any questions, please contact your carrier/intermediary at their toll-free number, which may be found at http://www.cms.hhs.gov/apps/contacts/ on the CMS web site.